

JOB TITLE**CONTRACT REFERENCE****Assistant Principal**

Fridley Association of School Administrators

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5.	Support Elementary Principals in organizing and supervising a program of building site maintenance/improvements and safety/security.	5%	
6.	Assist principal in providing leadership in the development, evaluation, and modification of the educational program of the school.	2%	
7.	Promote teamwork within the district by participating actively on the district administrative team and other committees as necessary and as the opportunity arises.	2%	
8.	Use effective strategies to deal with issues and forces that affect the school's operation. Ensure that the Principal and the Superintendent are informed of activities and events in the school.	2%	
9.	Support oversight of student attendance policies.	5%	
10.	Support oversight and development of, and directly implement student discipline policies. Administer actions directed at maintaining and fostering growth in responsible student behavior to provide school climate conducive to academic growth	7.5%	
11.	Under the direction of the Principal, support administration of: <ul style="list-style-type: none"> a) Bus transportation of students b) Health care services of school in conjunction with the Director of Special services and the district nurse c) Special education services for school d) School programming related to chemical education and chemical abuse e) Building maintenance and custodial functions f) Building security system and safety standards g) Building inventories h) Participate in the supervision of activities along with other administrators and deans 	7.5%	
12.	Assist the Principal in the hiring and supervision of certified and non-certified Middle School staff. Assist the Principal in recommending to the Superintendent, candidates for positions and recommendations relative to their retention and/or termination. Perform personnel supervisory responsibilities relative to specific employees.	5%	
13.	Assist Principal with interview process for new staff	2%	

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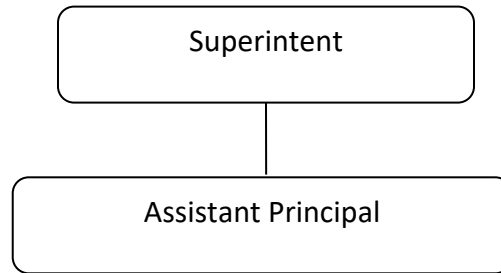
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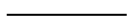
14.	Assist Principal in leading staff development activities	2%	
15.	Perform other duties as assigned.	2%	

QUALIFICATIONS (Specific training or job experience required before appointment)

1. Administrative Certification/Licensure

ORGANIZATIONAL RELATIONSHIPS**SYMBOLS**

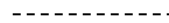
DIRECT SUPERVISION



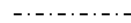
INDIRECT SUPERVISION



WORK DIRECTION



ADVISE/INFORM



PHYSICAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 10 pounds, occasionally being required to lift and/or move up to 25 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus